

Mr.

Here are some suggestions.
Case 2001/04/23 : CIA-RDP72-00450R000100150005-1

STATINTL

bgh

#3. Wouldn't it be more effective to attach the listings to this memo and change second sentence to read "The Agency Records Administration Officer has compiled the attached listings of records deposits made by your components. These should be sent to the RMO concerned with a request that he review the list with etc." Reason for this suggestion is to get the Topside involved.

#4. "This review should concentrate in the three areas listed below with special emphasis on elimination of ^{the} indefinite retention of records:

a.

b.

c. Indefinite Records: There are 38,805 cu. ft. of records in the Center with no specific disposition instructions. A decision should be made as to whether these records are permanent or temporary."